
CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 16: THE BUILDING COMMITTEE

SECTION 1600.0 GENERAL REQUIREMENT

Every Agency having a capital project regardless of funds source shall establish a Building Committee. This requirement may be satisfied by one or more such committees dependent upon the needs and the project volume of the Agency. The committee shall be appointed by the Agency head or his or her designee.

SECTION 1601.0 AUTHORITY AND PURPOSE

The Building Committee assists the Agency head in interviewing and selecting Architects and Engineers to carry out planning, design or other professional services for the Agency and recommends to the Agency head the best qualified A/E firm to provide those professional services. The Committee will be guided in accomplishing these tasks by the requirements and policies contained in Chapter 4, "Procurement Procedures for Professional Services." The Committee may be used by the Agency head to interview and recommend a Design-Build Team or Construction Manager for a Capital Project approved for accomplishment using such procedures.

SECTION 1602.0 COMPOSITION OF BUILDING COMMITTEES

The Building Committee shall be composed of at least 5 members with representation from the following applicable areas:

- a) Division/section responsible for facilities planning, preferably an Architect or Engineer (permanent member)
- b) Technical person responsible for operation/maintenance of Agency facilities (permanent member)
- c) Accredited Virginia Construction Contracting Officer (VCCO) (required)
- d) Using department of the proposed new/renovated facility
- e) Other departments as deemed appropriate by the Agency head
- f) Office of the Attorney General of Virginia or Agency legal counsel (ex-officio, advisor)
- g) Bureau of Capital Outlay Management (ex-officio, advisor)

The members specified in f) and g) above are not essential as active members to every Building Committee except when the Committee is selecting a Design-Build or Construction Management Contractor in which case the BCOM member will be an active member.

Committees appointed for the purpose of reviewing A/E firm qualifications and recommending an A/E for an A/E Term Contract shall be primarily composed of project management persons responsible for administering the Agency's construction/renovation projects and technical persons responsible for operation and maintenance of Agency facilities.

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SECTION 1603.0 QUALIFICATIONS OF MEMBERS

At least two members of the committee must be knowledgeable of the:

- a) functional and operational requirements of the proposed building project;
- b) project technical requirements; and
- c) administrative procedures for selecting design professionals, the development of a project design scope, the techniques for negotiating an A/E fee and the content and preparation of MOUs (an accredited VCCO).

SECTION 1604.0 BUILDING COMMITTEE FOR SMALL PURCHASE PROCUREMENTS

Committees appointed for the purpose of reviewing A/E firm qualifications and recommending an A/E for a single Category B contract, where the fee is expected to be \$30,000 or less, may have as few as three members, one of which is a VCCO.

Where total fees will not exceed \$5,000, the Committee may be one person who is an accredited VCCO.